

DEPARTMENT OF LOCAL GOVERNMENT FINANCE
SCHOOL PROPERTY TAX CONTROL BOARD
EMERGENCY FINANCIAL RELIEF OR REFERENDUM
HEARING INFORMATION SHEET

CORP. CODE: _____ **SCHOOL CORP. NAME:** _____
COUNTY: _____

Please supply the following information to expedite review of your petition for Emergency Financial Relief. Information for the current year is shown in the left column; information for next year is shown in the right columns.

SECTION I FINANCIAL STATEMENT

GENERAL FUND	ACTUAL YEAR 20_____	ESTIMATE YEAR 20_____
1. Property Tax levy	_____	_____
2. Levy excess	_____	_____
3. PTRC from CAGIT	_____	_____
4. Miscellaneous Revenue:		
Excise, CVET and FIT	_____	_____
Revenue from St. of IN	_____	_____
Tuition Support Grant	_____	_____
Special & Voc. Educ. Grants	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Federal Aid	_____	_____
Lake & Dearborn Supp. Co. Tax	_____	_____
Other misc. revenue	_____	_____
TOTAL MISC. REVENUES	_____	_____
(amount should match form 2 Col. B)		
5. January 1 cash balance	_____	_____
6. Total Revenue (line 1 through 5):	_____	_____
7. DLGF approved budget	_____	_____
8. Encumbered appropriations	_____	_____
9. Beginning appropriations (7+8)	_____	_____
10. Surplus funds (6-9)	_____	_____
11. Amount appropriated since Jan. less any reduction in appropriations.	_____	_____
12. Projected balance (deficit)	_____	_____

SECTION II CURRENT EXPENDITURE COMPARISON

For the last 5 full years, complete the following information about your General Fund current year revenues and expenditures.

<u>Year</u>	<u>Revenues</u>	<u>Expenditure</u>	<u>Surplus or Deficit</u>
2003	\$ _____	\$ _____	\$ _____
2002	\$ _____	\$ _____	\$ _____
2001	\$ _____	\$ _____	\$ _____
2000	\$ _____	\$ _____	\$ _____
1999	\$ _____	\$ _____	\$ _____

Note: Attach an explanation for any year in which your property tax settlements were not distributed in the normal cycle.

Additional information:

1. On a separate sheet of paper, list all school corporation employees whose salaries are wholly or partially paid from the General fund. List each employee by title or function, annual gross salary, and location employed. *Do not include social security information.*
2. Identify the type and number of all school corporation owned vehicles (other than school buses) and what they are used for. Identify any employees that are supplied vehicles, housing, etc., for their personal use, and the reason for this expenditure.
3. Has your school corporation purchased school buses from its General Fund during the last 5 years, other than using the proceeds of a school bus loan? () Yes () No If yes, indicate the date and cost.

4. Identify any parks or other facilities, excluding classroom buildings that the school corporation owns or operates and explain how use of that facility is directly related to the education of children. Indicate the annual operating expense for each location, what fees are charged, and your system of accounting for those fees.

5. Identify any stadiums or facilities with spectator seating, its seating capacity and present use.

6. What is your present number of attendance centers? _____. Has building consolidation been considered/implemented within the last 5 years? () Yes () No
Are you presently considering any closings? Please elaborate. Attach a copy of any needs assessment study recommending closing or building consolidations within the last 5 years.

7. What has been the school corporation's history of salary increases (negotiated and non-negotiated) for the last 5 years? Express in percentages, increments, etc., and its impact upon General Fund. Group your explanation into these classifications:
 - A. Classified (non-certified)
 - B. Certified
 - C. Administrators not subject to collective bargaining

Attach a copy of your scattergram for teacher salary schedules.

Shows the number of teachers on each step of the salary schedule.

8. Describe your current employee health care package (both active and retired), its cost to the school corporation and each employee (co-pay and/or payroll deductions) and how this coverage has changed during the last 5 years. Also include what health insurance cost containment measures have you taken in the last 5 years.

9. Describe your school corporation's current early retirement and severance pay policies.

10. What proposed solutions can you offer to solve the school corporation's financial problems? Include both short-term and long-term proposals.

11. Have you considered a referendum to solve your funding needs? () Yes () No

Do you believe that the majority of voters in your school district would support funding your present financial/educational policies by voting in a referendum for an increase in property taxes? Cite evidence.

12. Have your accounting practices been the subject of exception in the most recent Board of Accounts audit? () Yes () No
If yes, attach a copy of the audit report and an explanation.
13. Do the superintendent and school board members receive monthly financial statements?
() Yes () No If no, attach an explanation. If yes, attach the most recent report.
14. Does the school corporation pay its bills (vendors, obligations)?
a. () at the end of each month; or,
b. () within 30 days of the end of each month; or,
c. () within 60 days of the end of each month; or,
d. () more than 60 days after the end of each month.
15. Does the corporation own and operate its own school bus fleet: () Yes () No
If no, describe your contractual arrangements. Are you paying the fringe benefits for contracted drivers? () Yes () No If yes, indicate how much and what fund these costs are paid from.
16. Has the school corporation discussed or contracted for a management study of its operations for possible cost savings? () Yes () No. Attach a copy of any study within the last 5 years and its cost.
17. Has the County Board of Tax Adjustment or the Department of Local Government Finance reduced your adopted a General Fund budget within the last 5 years? () Yes () No
If yes, list the year's proposed budget and the certified budget.

18. List the amount, annual premium, and deductible of each current property insurance policy.

19. What insurance premium savings would you experience by establishing a Repair and Replacement Fund?

20. List any buildings that are owned by a school building (or holding) corporation, when you anticipate concluding the lease agreement, and their cash balance, as of last January 1st.

21. Do any of the building corporations have a sufficient balance to redeem any outstanding bonds? () Yes () No

22. Do you presently have a Construction Fund? () Yes () No If yes, indicate the cash balance: \$ _____ Date: _____

23. Attach a copy of your most recent Form 9. A computer printout is acceptable.

24. What bonded or lease rental indebtedness has been incurred during the last 5 years? List by issue, term, and amount.

25. If Emergency Financial Relief is not granted, explain the steps that you would take to limit school corporation expenditures to revenues available.

26. At what point, in relation to your present taxing ability, do you believe that consideration for the tax burden to property owners exceeds the need for additional programs or signal the need for moderation?

27. Pursuant to IC 6-1.1-19-4.5 (b), emergency financial relief can be granted in the form of:

- “1) a grant or grants from any funds of the state that are available for such purpose;
- 2) a loan or loans from any funds of the state that are available for such purpose;
- 3) permission of the appellant school corporation to borrow funds from a source other than the state or assistance in obtaining the loan;
- 4) an advance or advances of funds that will become payable to the appellant school corporation under any law providing for the payment of state funds to school corporations;
- 5) permission of the school corporation to:
 - (A) cancel any unpaid obligation of the appellant school corporation’s general fund to the appellant school corporation’s cumulative building fund; or
 - (B) use for general fund purposes, any unobligated balance in the appellant school corporation’s cumulative building fund and the proceeds of any levy made or to be made by the appellant school corporation for the appellant school corporation’s cumulative building fund;
- 6) permission to use, for general fund purposes, any unobligated balance in any construction fund, including any unobligated proceeds of a sale of the school corporation’s general obligation bonds; or
- 7) a combination of the emergency financial relief described in (1) through (6).

The control board may also recommend an excessive tax levy for the ensuing year. However, the excess tax levy requires a *referendum* be conducted in accordance with law.

What form of emergency financial relief is the school corporation seeking? Please explain.

28. For a referendum appeal, what is the specific tax rate and term requested for the appeal?

Amount: _____

Term: _____

***The school corporation will be held to the lesser of the advertised or adopted rate or levy for referendum purposes.**

Document prepared by:

_____ **Title:** _____ **Date:** _____